Manpower and Personnel Flight News

U.S. AIR FORCE

86th FORCE SUPPORT SQUADRON

Aug/Sep 2012

A Message From our Flight Chief

Welcome to our End-of-Summer edition. We have lots of great information for you on our Manpower and Personnel programs! It's Appraisal Time - the NAF appraisal cycle ends 30 Sep, the GS/WG feedback sessions should take place in Sep/Oct and the Non-US annual awards are paid at the end of the month.
Your feedback is highly valued! Send any questions or ideas for our next newsletter to our ICE site here. Keep checking our Civilian Personnel Website for updates and you can also view previous editions of our Newsletters.

Christine Murray, Manpower & Personnel Flight Chief
People, Pride, Performance...Always!

Standard Core Personnel Document Library

A Standardized Core Personnel Document (SCPD) is a single core personnel document used for like positions across the Air Force. HQ AF functional offices are active participants in development of SCPDs and unless there are significant differences in duties and responsibilities, SCPDs should be applied to all like positions in the Air Force (AF). SCPDs may be applied when they adequately and accurately reflect the local work situation. SCPDs are classified documents but must be certified by a classifier when applied. Additional information is located in the HQ AFPC/DPI Memo, SCPD Application AF-Wide.

Benefits of using SCPDs

- Standardizes classification, performance standards, and recruitment criteria across AF
- Reduces personnel processing time – significant time savings
- Reduces supervisory time spent writing or duplicating core personnel documents

SCPDs can be located at the link below:
https://gum-crm.csd.disa.mil/app/answers/detail/a_id/21602/kw/scpd%20library/p/1%2C2/r_id/100169

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Revamped Program To Ease Service Members' Transition to Civilian Life

Published: Sep 04, 2012
By Joel Fortner
Air Force Public Affairs Agency

WASHINGTON, D.C. - A redesigned program will help ease every Airman's transition to civilian life and better apply their military experience, Air Force officials said (date).

The program is the first major overhaul of the transition assistance program for military members in nearly 20 years.

The effort began in response to a call from President Barack Obama in August 2011 to ensure all service members are "career ready" when they leave the military.

Slated to begin servicewide in November, the current three-day, optional program will be expanded to five days and has been redesigned into a comprehensive, mandatory program that includes pre-separation counseling, a military-to-civilian skills review, a Veterans Affairs benefits briefing, financial planning support, job search skills building, and individual transition plan preparation.

A pilot program was held July 9-13 at Joint Base San Antonio-Randolph, which, according to officials, allowed Departments of Defense, Labor and Veterans Affairs to test the initiative.

According to Secretary of the Air Force Michael Donley, the redesigned program bolsters and standardizes the transition services that service members receive prior to retiring or separating from the military to make them employment ready.

"Our goal is to provide Airmen with a comprehensive transition assistance program that prepares them for life after the military, whether that's pursuing education, working in the public or civilian sector, or starting a business," Donley said.

Chief Master Sgt. of the Air Force James Roy said the program is as good for the civilian sector as it is for Airmen.

"Employers are looking for educated, trained, experienced people like those who are separating from the Air Force," he said. "This program will help smooth our Airmen's transitions to civilian life."

Under the old program, separating Guardsmen and Reservists were often left to their own devices. Chief Roy said another benefit of this new program is the inclusion of the Total Force.

"We want to take care of all our Airmen, and this program does that," he said. "No component of our Total Force deserves more help transitioning than another."

By October 2013 three 2-day optional sessions on pursuing a technical certification, starting a business, or pursuing a higher educational degree will also be offered to Airmen.

"Our Airmen have extraordinary technical expertise and world-class leadership skills that are in high demand," Donley said. "This program will help them apply their experience to additional training, formal education, and develop successful civilian careers."

For more information, contact your local Airman and Family Readiness Center.

AF MyPers

Air Force Civilian Employment. Discover the rewarding job opportunities awaiting you as part of the Air Force Team. The U.S. Air Force offers civilian career opportunities in many exciting and diverse career fields. The link below is to the Air Force Personnel Center civilian employment landing page. You can view Department of the Air Force job openings directly on the USAJOBS website at:
http://jobsearch.usajobs.gov/A9DeptAirForce.aspx

GS/WG MIDTERM FEEDBACK DUE OCTOBER 2012

The U.S. performance appraisal cycle is 1 April 2012 through 31 March 2013. Supervisors should have communicated employee GS/WG performance plans no later than 30 April 2012 or within 30 days of an employee's move into the GS/WG position, whichever comes first.

Midterm feedback is Septemer – October 2012 timeframe. The midterm feedback should be documented on the AF Form 860B. To view a sample midterm feedback, click here.

..\Documents\Forms\AF Form 860B - Midterm Review - SAMPLE.pdf

To obtain a form: http://www.e-publishing.af.mil/shared/media.epubs/af860b.xfd

For questions or assistance with GS/WG performance plans, midterm feedbacks, and appraisals, please contact the Employee Relations Specialist at 480-7608 or 478-6714.

Does your TSP need a Check-up?

Learn more about designing your investment plan and how you can get the most out of your retirement savings by carefully developing your TSP account. To read more about Investment Strategy, Retirement Planning Phases, Living in Retirement and Planning Calculators, click here: https://www.tsp.gov/planningtools/planningTools.shtml

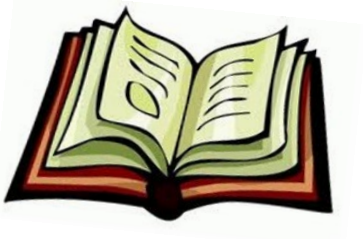
KICK YOUR READING INTO OVERDRIVE

If you love to read but can't make it to the library, the Air Force will bring the library to you.

OverDrive, one of several Air Force library online resources, features nearly 10,000 electronic books, audio books, videos and music available for checkout to eligible customers, said Melinda Mosley, USAF Library Program administrative librarian.

All Airmen with an official Air Force email address are eligible to set up their own account, and family members or others who don't have an Air Force email address can sign up for an account at their Air Force library, Mosley said. To date, 16,300-plus account holders have initiated more than 125,000 checkouts since OverDrive was established in 2007.

Account holders can download books, music and movies to their personal computer, tablet, smart phone, e-reader, iPod, MP3 player and more for 3-14 days, and can have up to five items checked out at a time.



Those who want to read the Chief of Staff Reading List titles can also find them front and center on the home page, she added.

CENTRALIZATION OF INJURY COMPENSATION PROGRAM

In February 2010, AF launched a six-month pilot to centralize the Injury Compensation (IC) Program at AFPC. During this pilot period, the AFPC IC Office assumed Injury Compensation Program Administrator (ICPA) responsibilities for four identified bases. The AFPC IC staff streamlined and refined the centralized operation with standardized processes. By being dedicated solely to the IC Program, the also improved IC case management and worked directly with the pilot bases to develop standardized reports to be used for the Federal Employees' Compensation Act (FECA) Workgroup meetings.

Based upon the success of the pilot program, it was decided that AFPC IC would centralize all IC operations for the remaining 78 bases. This process is to be staged and completed by 30 September 2012. Our base is now being included in the latest step of IC centralization effective 13 August 2012.

The Air Force Injury Compensation Program is based on the FECA. FECA provides compensation benefits to Federal civilian employees who sustain a work-related injury or occupational disease while in the performance of duty. FECA also provides compensation benefits to surviving dependents, if a work-related injury or disease causes the death of an employee.

The AFPC Injury Compensation Office, with a staff of HR Specialists with extensive experience in injury compensation, have assumed Injury Compensation Program Administrator (ICPA) responsibilities for our base. The major change for you is that your supervisor, not the base ICPA, will be your main point of contact.

We've placed numerous items on our website that will assist you with submitting a claim. Information is also available on myPers website at https://gum-crm.csd.disa.mil/ - Once you log in, search for "Injury Compensation". If you still need assistance, contact the Total Force Service Center – San Antonio at 1-800-525-0102 and press 2 then press 3 Injury Compensation.

★ PECI ★
PRODUCTIVITY ENHANCING CAPITAL INVESTMENT

PRODUCTIVITY ENHANCING CAPITAL INVESTMENT (PECI) PROGRAMS

The Air Force policy concerning overall capital investment planning and financing is to have a comprehensive program which identifies opportunities and provides timely funding for capital investments that will enhance productivity.

Air Force senior leadership supports incentives to increase productivity and allocates adequate financing to focus on labor cost savings and reducing operations costs.

PECI programs are defined and resourced (funded) by the Air Force within the Planning, Programming, and Budgeting System. PECI programs include Productivity Investment Fund (PIF), and Fast Payback Capital Investment (FASCAP) program.

https://peci.pentagon.af.mil/public/default.aspx

From the "AIR FORCE SMART OPERATIONS FOR THE 21ST CENTURY PLAYBOOK"

The AFSO21 Initiative

The Air Force has recently enacted the Air Force Smart Ops for the 21st Century program, which strives to improve productivity and efficiencies throughout the service.

The primary objectives for AFSO21 are to:

- Provide a standard AF approach to continuously improve all processes (production, transactional, and knowledge based) that drive our capability to deliver effects.
- Develop a culture which promotes elimination of waste, sharing of best practices, and reduction of cycle times across all products and services, and involve all Airmen in the relentless pursuit of excellence
- Ensure that all Airmen understand their role, develop the ability to affect change and continuously learn new ways to improve processes in their daily activities in order to save resources, eliminate waste, and increase performance.

http://www.au.af.mil/au/awc/awcgate/af/afd-090327-040_afso21-playbook.pdf

IDEA Program

Air Force Innovative Development through Employee Awareness (IDEA) Program information and tools are available to all Air Force employees. As innovative airmen, everyone is encouraged to participate in the IDEA program and help streamline our Air Force.

https://afkm.wpafb.af.mil/community/views/home.aspx?Filter=AF-DP-00-06

Are You an RPA Generator?

Anyone who has had to create an RPA knows that it is a difficult and tedious process. The links below will provide valuable information for initiators of Requests for Personnel Actions:

myPers Civilian Classification Procedures:
https://gum-crm.csd.disa.mil/app/answers/detail/a_id/17970/kw/RPA%20Procedur

AF Portal Civ Classification RPA procedures (has templates/examples):
https://www.my.af.mil/gcss-af/USAF/ep/contentView.do?contentId=c6925EC1A935D0FB5E044080020E329A9&channelPageId=s6925EC134CCD0FB5E044080020E329A9

Standard Core Personnel Document Library:
https://gum-crm.csd.disa.mil/app/answers/detail/a_id/21602/related/1/kw/RPA%20Procedur

Supervisory Training

Are you aware new Air Force supervisors have mandatory training?
Mandatory supervisory training courses for newly selected supervisors must be completed within the first 6 months of assuming a supervisory role. Mandatory training consists of the following:

1. USAF Supervisor's Course. Provides civilian supervisors with leadership and management skills required in supervisory positions. The AF Human Resource Management School has developed a new computer-based course. Prospective students can register for the distance learning course through the AF Human Resource Management School's - Virtual Campus CoP.

2. Civilian Personnel Management Course (CPMC). All supervisors (civilian and military) who manage civilians are required to take this course. This course provides background information and an understanding of applicable civilian personnel laws and regulations needed to carry out civilian personnel management responsibilities.

3. Military Personnel Management Course (MPMC). This course is designed to provide first level civilian supervisors of military members the basic skills, knowledge and abilities required to supervise enlisted and officer personnel.
https://www.my.af.mil/gcss-af/USAF/ep/globalTab.do?channelPageId=s88B4F00B2F6B2934012F939C799305F8

4. 86 FSS/FSE offers an in-residence Non-US CPMC course for supervisors of Non-US employees. Contact Mr. Henry for more information, 480-6836 or view the information on the 86 FSS/FSE website at http://www.ramstein.af.mil/library/factsheets/factsheet.asp?id=5478

AF NAF Appraisals

The 2012 evaluation period is quickly coming to a close effective 30 Sep 12. Supervisors will be receiving instructions for completing the AF Form 3527 and award information shortly.

DCPDS Training

Defense Civilian Personnel Data Systems (DCPDS) Training is available for managers, liaisons, and anyone else creating Request for Personnel (RPA) actions. Prior to training, the RPA creator will need a DCPDS account to initiate RPAs. Contact DCPDS Data section at DSN 480-2138 or send an email to their group email 86fss.fspcd@ramstein.af.mil to establish an account. After you have been notified that account has been established, you are required to register for DCPDS training within 60 days at: https://ice.usafe.af.mil/sites/435MSG/435SVS/FSP/public/default.aspx. If Email is not available please call DSN 478-6662/6663 for assistance.

For DCPDS training or a refresher appointment, call position control at DSN 480-2744, or send an email to the group email at: 86fss.fseciviliancustomerservice@ramstein.af.mil.

Remaining training dates throughout 2012 are: 12 Sep, 16 Oct, 15 Nov and 13 Dec

NAF Training Department Computer Classes

Computer classes offered by the 86 FSS training department are available to all ID card holders. The classes include: Access, Adobe Creative Suite, Excel, Introduction to Computers, Power Point, and One-on-One training sessions are also available.

The computer lab is located in Building 538, which is across the street from the Ramstein Library. All classes are offered monthly and can be customized to meet the needs of the students.

Please contact the 86 FSS Training Department at DSN: 480-5203, CIV: 06371-47-5203 or email: 86svs.training@ramstein.af.mil. Also visit www.86fss.com/ComputerClasses.html to see our webpage with more class information.

Accessing MyMoney Accounts

Effective 23 Jul 12, the Nafpay password requirement to access AF NAF employees MyMoney accounts was changed to 15 characters. If any assistance is needed in resetting passwords, please come into the NAF Human Resources Office, Bldg 2118, Room 139.

MyMoney can be used to update residential addresses, change direct deposit information, establish or edit allotments, adjust W4 exemptions, and to verify biweekly leave and earnings statements. It is important to review the Leave and Earnings Statement especially when switching bank accounts, receiving an On the Spot cash award, pay adjustment, within grade increase (WGI), or time off award. Any inconsistencies that may be a mistake need to be corrected as soon as possible and this can be done faster with your help.

2013 Open Season

Aetna will be hosting an Open Season for all regular US NAF employees. All regular US NAF employees can elect or edit their health and dental insurance enrollments. If you previously waived election and are now interested in enrolling or if you are currently a pre-tax contributor, here is your opportunity to enroll or make changes.

Aetna will be mailing information regarding the 2013 Open Enrollment season directly to each eligible employee's residence. It is pertinent that each employee receives the upcoming Open Enrollment information. To verify that the address on file is your current mailing address, please log in to your MyMoney account at https://nafpay.afsv.net no later than 31 Aug 12 to ensure you receive the information package.

Pausen

Bei der Arbeit verbrauchen wir Energie; deshalb braucht unser Körper Ruhepausen, um sich zu erholen und Kräfte zu ergänzen. Daher muß die Arbeitszeit durch Ruhepausen unterbrochen werden. Das Arbeitszeitgesetz (ArbZG) regelt die Mindestdauer der Ruhepausen.

§ 4 ArbZG schreibt vor, daß Arbeitnehmer, die länger als 6 und bis zu 9 Stunden am Tag arbeiten, eine Pause nehmen müssen. Die Gesamtdauer der Ruhepausen muss pro Tag mindestens 30 Minuten betragen, bei einer Arbeitszeit von mehr als neun Stunden mindestens 45 Minuten. Nach spätestens 6 Stunden muss eine mindestens 15-minütige Pause gewährt werden. Da die Pausen unbezahlt sind, beeinflußt ihre Länge das Ende des Arbeitstages. Während der Pausen kann der Arbeitnehmer in der Regel ueber seine Zeit verfuegen; dies schließt das Verlassen der Dienststelle ein.

Der Arbeitnehmer kann nicht einseitig auf die Arbeitspausen verzichten, vielmehr muss der Arbeitgeber deren Gewaehrung und Einhaltung sicherstellen.

Die konkrete zeitliche Lage der Pausen wird vom Arbeitgeber in der Regel unter Beteiligung der Betriebsvertretung fuer den jeweiligen Arbeitsbereich verbindlich festgelegt.

Bitte richten Sie weitere Fragen an den für Sie zuständigen Sachbearbeiter in der Abteilung Personalbetreuung, Tel.: 480-5365.

Breaks

When we work we consume energy; therefore, our body needs periods of rest to recover and to rebuild our strength. For this purpose work time has to be interrupted by breaks. The Work Hour Law (Arbeitszeitgesetz ArbZG) stipulates the minimum duration of the breaks.

Article 4 of ArbZG prescribes that employees who have a workday of more than 6 and up to 9 hours must take a break. The total duration of the breaks per day needs to be at least 30 minutes, for work days of more than nine hours at least 45 minutes. After a maximum work-time of 6 hours a break of at least 15 minutes needs to be granted. As this break is unpaid its duration will determine the end of the workday accordingly. The employee, as a rule, is able to do as he/she wants with the break time. This may include leaving the agency during the break.

The employee cannot renounce the right for breaks. The employer has to assure the granting and observing of the breaks.

The employer establishes the specific breaks for each organizational element, as a rule, in coordination with the Works Council.

Please refer further questions to your supervisor or to your servicing ER-specialist, tel.: 480-5365.

Krank im Urlaub – was ist zu tun?

Wenn Sie im Erholungsurlaub krank werden, können Sie sich nicht erholen. Daher werden Krankheitstage, die durch eine Arbeitsunfähigkeitsbescheinigung belegt sind, nicht auf den Urlaub angerechnet.

Voraussetzung hierfür ist allerdings, dass die Erkrankung der Dienststelle unverzüglich angezeigt und durch ärztliches Attest nachgewiesen wird. Unverzüglich heißt schnellstmöglich und ohne schuldhaftes Zoegern. Wir empfehlen deshalb, Ihren Vorgesetzten sofort telefonisch über die Erkrankung und die voraussichtliche Dauer zu informieren. Auch die Zustellung der ärztlichen Bescheinigung soll so schnell wie moeglich erfolgen. Deshalb sollten sie Adresse, Telefonnummer und Faxnummer Ihrer Dienststelle immer dabei haben.

Ihr Urlaub verlängert sich nicht automatisch um die Krankheitstage. Vielmehr müssen Sie Ihre Arbeit nach Ende des beantragten Urlaubszeitraumes, oder nach Ende der Arbeitsunfähigkeit, wieder aufnehmen und den Urlaub mit Ihrem Vorgesetzten neu vereinbaren.
Verletzen Sie diese Pflichten, so geht dies zu Ihren Lasten.

Vorgesetzte sind dafuer verantwortlich, die Einhaltung dieser Verfahrensweise sicherzustellen

Sick During Annual Leave – What do I have to do?

When you get sick during your annual leave you cannot recuperate. Such days of illness documented by a physician will not be accounted for annual leave.

However, this requires you to notify your agency immediately of your sickness and to provide a doctor's certificate. Immediately means as quick as possible and without undue dela. Thus, we recommend you notify your supervisor right away telephonically about your illness and its proposed duration. The doctor's certificate also has to be submitted as quick as possible. Therefore, make sure you always carry the address, the telephone- and faxnumber of your agency with you.

Sick days do not automatically extend your leave period. In fact you have to return to duty after the end of the leave or after the illness and you have to reach agreement with your supervisor on the new leave period.
It is to your disadvantage when you violate these obligations.

Supervisors are responsible to assure compliance with this procedure.

In case of questions, contact the Employee Relation section, tel.: 480-5365.

Ramstein Library staff welcomes Local National employees on Ramstein AB to use the library. We have adult and children's books, DVDs, databases for research, computers, Wi-Fi access, magazines, newspapers, Story Time for children, teen and adult programs, and much more. Come in and let us give you a tour of the library. We are located in building 409 and our hours of operation are as follows.

Monday through Thursday: 1000 – 1800
American holidays: 1000 – 1600
Closed Sundays

Friday and Saturday: 1000 – 1700
German holidays: Regular hours
Phone: 480-6667

Befristete Arbeitsverträge – Wichtige Information für Vorgesetzte aller Ebenen

Die Richtlinien für befristete Arbeitsverträge sind im sogenannten **Teilzeit- u. Befristungsgesetz (TzBfG)** verankert. Obwohl dieses Gesetz schon seit Dezember 2000 in Kraft ist, ergeben sich immer wieder Fragen bzgl. der Interpretation dieses Gesetzes. Einige dieser Fragen werden hier nun beschrieben.

Was bedeutet "befristet"?
Ein befristeter Arbeitsvertrag wird für einen gewissen Zeitraum abgeschlossen. Er endet an einem vereinbarten Kalendertag oder bei Befristung mit Sachgrund endet er mit Eintreten des Ereignisses.

§ 14 ist das Herzstück des Teilzeit- und Befristungsgesetzes. Absatz 1 beschreibt, dass zeitlich befristete Arbeitsverträge durch einen Sachgrund begründet sein müssen. Beispiele hierfür:

- der Arbeitnehmer wird eingestellt, um einen anderen Arbeitnehmer zu vertreten,
- der Arbeitnehmer wird für ein bestimmtes näher bezeichnetes Projekt eingestellt
- der befristete Arbeitsvertrag wird nach Abschluss einer Ausbildung oder eines Studiums abgeschlossen, um den Einstieg ins Berufsleben zu erleichtern, der befristete Arbeitsvertrag zur Erprobung eines Mitarbeiters geschlossen.

Zeitlich befristete Arbeitsverträge ohne Vorliegen eines Sachgrundes sind zulässig, wenn zuvor mit dem gleichen Arbeitgeber (z.B. US Streitkräfte) noch kein Arbeitsverhältnis bestanden hat und wenn ein Zeitraum von 2 Jahren nicht überschritten wird. Innerhalb dieser 2 Jahre kann das Arbeitsverhältnis maximal drei Mal verlängert werden.

Neue Ausnahmeregelungen: zeitlich befristete Arbeitsverträge mit ehemals beschäftigten Arbeitnehmern sind zulässig:

mit Bewerbern, die 52 Jahre oder älter sind, vorausgesetzt sie sind unmittelbar vor Beginn des befristeten Arbeitsverhältnisses mindestens vier Monate beschäftigungslos gewesen und haben Transferkurzarbeitergeld bezogen oder an einer öffentlich geförderten Beschäftigungsmaßnahme nach SGB II oder SGB III teilgenommen

oder

wenn zwischen dem Ende des letzten befristeten oder unbefristeten Arbeits-verhältnisses bei den US Streitkräften und dem weiteren sachgrundlos befristeten Arbeitsvertrag mehr als drei Jahre liegen.

In welcher Form wird ein befristeter Arbeitsvertrag abgeschlossen?

Ein befristeter Arbeitsvertrag ist nur zulässig, wenn er vor dem eigentlichen Arbeitsbeginn in schriftlicher Form abgeschlossen wurde.

Tritt ein Arbeitnehmer die Arbeit an, ohne dass vorher eine Befristungsvereinbarung geschlossen wurde, so gilt das Arbeitsverhältnis als unbefristet.

Was muss bei der Verlängerung eines befristeten Arbeitsverhältnisses beachtet werden?

Eine rechtskräftige Verlängerung setzt voraus, dass die Verlängerungsvereinbarung vor dem Ablauf des befristeten Arbeitsverhältnisses unterschrieben wird, keine zeitliche Unterbrechung zwischen dem Ablauf des alten Arbeitsverhältnisses und der Verlängerung eintritt, und dass die bisherigen Vertragsbedingungen unverändert weiterhin bestehen bleiben.

Setzt ein Arbeitnehmer die Arbeit nach Ablauf der Befristung fort, ohne dass vorher eine neue Befristungsvereinbarung geschlossen wurde, so gilt das Arbeitsverhältnis als unbefristet verlängert.

Wann endet ein befristetes Arbeitsverhältnis?

Ein sachgrundloses bis zu einem bestimmten Kalendertag befristetes Arbeitsverhältnis endet mit Erreichen dieses Tages.

Ein mit Sachgrund befristetes Arbeitsverhältnis endet mit Wegfall des Sachgrundes (z.B. Der zu vertretende Arbeitnehmer nimmt die Arbeit wieder auf, oder das Projekt, für das ein Arbeitnehmer befristet eingestellt wurde ist abgeschlossen)

Wenn ein Arbeitnehmer aus dem Krankenstand, Elternzeit oder sonstiger Abwesenheit zurückkehrt, muss seine befristet eingestellte Vertretung unverzüglich schriftlich informiert werden, dass dessen/deren Vertrag in zwei Wochen endet.

Wird dem befristet eingestellten Vertreter nicht mitgeteilt, dass sein Arbeitsvertrag zwei Wochen nach Rückkehr des Vertretenen endet, oder wird er nach Ablauf der Befristung weiterhin beschäftigt, so gilt das Arbeitsverhältnis als unbefristet verlängert.

Alle Vorgesetzten sind deshalb verpflichtet die Rückkehr eines Mitarbeiters, der durch einen befristet beschäftigten Arbeitnehmer vertreten wird schnellstmöglich dem Personalbüro mitzuteilen.

Gleiches gilt sinngemäß in anderen Fällen des Wegfalls des Sachgrundes (z.B. das Projekt, für das ein Arbeitnehmer befristet eingestellt wurde ist abgeschlossen).
Auch dann muss das Personalbüro schnellstmöglich informiert werden

Eine mündliche Mitteilung an den Arbeitnehmer ist nicht ausreichend.

Bitte informieren Sie daher Ihren zuständigen Personalsachbearbeiter unverzüglich nach der Rückkehr des Arbeitnehmers aus dem Krankenstand, oder von einer sonstigen Abwesenheit, wenn für den Mitarbeiter eine Vertretung eingestellt wurde. Wenn ein befristetes Arbeitsverhältnis nach Ablauf des vereinbarten Zeitraumes oder nach Wegfall des Befristungsgrundes weitergeführt wird, gilt es von nun an als Arbeitsverhältnis auf unbestimmte Zeit, d.h. der Arbeitsvertrag ist permanent.

Temporary Employment Contracts – Important Information For Supervisors At All Levels

The conditions for temporary employment contracts are specified in the **Part-Time and Temporary Employment Act**. Although this law has been in force since December 2000, over and over again interpretation questions arise. Some of these questions are outlined below.

What does "temporary" mean?
A temporary employment contract is concluded for a certain period of time. It ends on a firm calendar day or if it is concluded for a material reason it expires once the purpose is reached.

Article 14 is the core of the Part-Time and Temporary Employment Act; para 1 prescribes that limiting a temporary employment contract is to be justified by a material reason. Examples are:

- the employee is hired to replace another employee,
- the employee is hired for a certain specified project
- the temporary employment is concluded upon completion of vocational training or study to facilitate the employee's transition to follow-up employment, the temporary employment contract is made on probation.

Time limited employment contracts **without** material reason are authorized if an employment with the same employer (i.e. US Forces) has never existed before and the maximum period of two years is not exceeded. Within these two years, the employment may be extended three times.

New exemptions: time limited employment contracts without material reason of former employees are authorized

with individuals age 52 and older, provided they have been without employment for at least four months, or have received compensation for transition sort-time work, or participated in a publicly funded employment program (SGB II and SGB III),
or
if there is a break of more than three years between the end of previous temporary or permanent employment contract with the US Forces and the new employment contract without material reason.

How is a temporary employment contract concluded?

In order to be feasible, the temporary employment contract must be concluded in writing prior to start of work.

If an employee starts working without prior conclusion of a temporary agreement, the employment contract is considered indefinite.

What must be observed when a temporary employment contract is extended?

A valid extension requires that the extension contract is concluded in writing before the expiration date of the temporary contract, without any interruption between the expiration of the old employment contract and the extension, and that the current employment conditions remain unchanged.
If an employee continues to work after expiration of the temporary contract without prior conclusion of a new temporary agreement, the employment contract is considered indefinite.

When does a temporary employment contract end?

An employment contract without material reason which is temporary until a certain calendar day expires once that day is reached.

An employment contract temporary for a material reason expires with discontinuation of the material reason (e.g. a replaced employee returns to start working again, or the project an employee was temporarily hired for is completed).

If an employee returns from sick absence, parental leave or other reasons of absence, his/her temporary replacement must be notified immediately in writing that her/his employment will end two weeks later.

If the temporary replacement gets not notified that his/her employment will end two weeks after return of the permanent incumbent, or if the temporary replacement continues to work after expiration of the temporary employment, the employment contract is considered indefinite.

All supervisors are responsible to notify Civilian Personnel as soon as possible once an employee who is temporarily replaced by a temporary employee is about to return to work.

The same also applies correspondingly to other cases of discontinuation of the material reason (e.g. the project an employee was temporarily hired for).

In this case Civilian Personnel needs to be notified immediately as well.

A verbal notification is not sufficient.
Therefore, please contact your responsible Human Resources Specialist immediately upon return of the employee from sick absence status or any other absence, when a replacement has been hired.

If a temporary employment is continued after expiration of the agreed period of time or after discontinuation of the material reason, the employment is deemed to be extended for an indefinite period of time, i.e. the employment contract is permanent.

Eingruppierung von Nicht-amerikanischen Planstellen
Grundsätze der Eingruppierung und Beschwerderechte für Arbeitnehmer/innen

Grundsätze:

In Übereinstimmung mit dem genehmigten Stellenplan weisen Vorgesetzte Arbeitnehmer/innen Aufgaben und Verantwortlichkeiten zu. Diese werden in einer Arbeitsplatzbeschreibung mit vorgegebenem Format entsprechend dokumentiert und in seiner inhaltlichen Richtigkeit vom jeweiligen Vorgesetzten bestätigt. **Zugewiesene** und **ausgeführte** Tätigkeiten müssen dem Auftrag und der Funktion der jeweiligen Beschäftigungsdienststelle entsprechen. Für die entsprechende Zuweisung ist der Vorgesetzte verantwortlich.
Arbeitsplatzbeschreibungen, Organigramme und offizielle Darstellungen der jeweiligen Organisationsaufgaben unterstützen die Eingruppierungssachbearbeiter/innen in der Analyse und Bewertung des jeweiligen Schwierigkeits- und Verantwortlichkeitsgrades der zu bewertenden Planstelle. Dabei werden die Tätigkeiten und Verwantwortlichkeiten mit den jeweiligen Eingruppierungsmerkmalen des TVAL II verglichen um damit eine tarifgerechte Eingruppierung zu erreichen, wobei jedoch zu beachten ist, dass **nur** die überwiegenden Tätigkeiten die Eingruppierung bestimmen können. Ein Vergleich mit Tätigkeiten oder Verantwortlichkeiten anderer und/oder ähnlicher Positionen ist nicht zulässig.

Beschwerderechte für Arbeitnehmer/innen:

Nach §64 TVAL II haben Arbeitnehmer/innen das Recht ihre Eingruppierung überprüfen zu lassen. Die Überprüfung erfolgt im Rahmen des bei der Stationierungsstreitkraft des betreffenden Entsendestaates geltenden Verfahrens.
Die US Luftstreitkräfte haben für Ihre in Deutschland beschäftigten Arbeitnehmer/innen ein betriebsinternes Planstellenüberprüfungsverfahren festgelegt. Die Voraussetzungen, Verfahrensweise, Zuständigkeiten, Verantwortlichkeiten und Abläufe sind in der USAFE-Dienstanweisung 36-1401, Position Management and Classification (Germany), zusammengefasst. Die letztendliche Entscheidung über die Eingruppierungsbeschwerde obliegt dem Hauptquartier der US Luftwaffe und ist für die betreffende Beschäftigungsdienststelle und den Arbeitnehmer/in verbindlich. Arbeitnehmer/innen können jedoch unabhängig von dem internen Beschwerdeverfahren zu jeder Zeit eine rechtliche Überprüfung der Eingruppierung ihrer Planstelle durch die Arbeitsgerichte vornehmen lassen.

Non-US Position Classification Principles and Employee Appeal Rights

Principles:

Supervisors assign duties and responsibilities in accordance with manpower authorizations to satisfy the requirements of the function. These duties and responsibilities are officially described and recorded on a position description (Core personnel document) and certified by the supervisor as an accurate statement of the major duties, knowledge's, skills and abilities, responsibilities, physical and performance requirements of the position and its organizational relationships. Assigned and performed duties must reflect government mission and function requirements for which the supervisor has responsibility.
Position descriptions, organizational charts and mission/function statements assist the classifier in analyzing the level of difficulty, complexity and responsibility of the position through comparison with the grading criteria contained in the Collective Tariff Agreement (CTA II). The predominant duties of the position are grade controlling and the classifier use various sources to determine final classification. Classifiers are not authorized to assign a grade on the basis of comparison with other positions.

Employee Appeal Rights:

CTA II, Article 64 outlines the right of the local national employee to have their classification reviewed. The review will be made under the grievance procedure as applied by the Stationing Forces of the particular Sending State.

Employee's can request, through internal channels, a review of the classification of his/her position. Procedures for handling an employee's request for a classification review or complaint are outlined in Attachment 3 of USAFEI 36-1401 (Position Management and Classification), dated 14 December 2007.The decision on the appeal and the final position classification will be made by HQ USAFE/A1 and is binding for the organization and the employee
The internal appeal process does not preclude the employee to consult legal assistance and review of the current classification through the German Labor Court system.